



# Sample

## Mentor Recruitment Plan

**Goal 1** – To identify 3-5 mentor organizations in close proximity to department that would allow easy access for mentoring opportunities.

	Mentor Program Name	Location	Phone
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5</b>			

### **Objective 1**

To obtain information from local mentor programs to assist employees with program selection.

### **Activities**

- Call Mentor Program Director and schedule meeting.
- Meet with Mentor Program Director. Agenda should include process for recruitment, responsibilities, and time reporting. Familiarize yourself with the program's procedures.
- Obtain mentor program materials.

**Goal 2** - To recruit  new mentors.

**Objective 1:** Develop a marketing and promotion strategy to inform employees.

### **Activities**

Identify the following:

	Name	Phone	E-mail
Public Information Officer			
Labor Relations Officer			
Human Resources Officer			

- Meet with PIO, LRO, and HRO to discuss what mechanisms to use to inform employees.
- Activities may include: Developing a brochure, letter, e-mail, website, bulletin board.
- Schedule a Kick-Off Event

## Sample Recruitment Activities, Timeline and Responsibility

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\*This form should be completed by the Department Mentor Team and shared with the Department Director to assist in furthering the department’s recruitment goal.